

**City of St. Helens**  
**RESOLUTION NO. 1521**

**A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT  
OF ST. HELENS BOARD, COMMISSION AND COMMITTEE MEMBERS**

**WHEREAS**, the City Council wishes to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions; and

**WHEREAS**, this policy is to establish general recruitment, selection and appointment guidelines for appointments to the City of St. Helens Boards, Committees and Commissions.

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS  
RESOLVES AS FOLLOWS:**

1. The City shall advertise in the local newspaper of record all board, committee and commission vacancies as they become available.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application on file with the City Recorder's Office. Appointees wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application.
4. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period the Council liaison shall determine if there is sufficient candidates to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
5. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
6. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board or commission, the specific chapter shall control.
7. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a vacancy. The number of applicants to be interviewed is at the committee's discretion.
8. Reappointments to a board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his/her stated willingness to continue.
9. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the Council may waive this limitation if it is in the public interest to do so.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.

11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. board, committee or commissioners members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

**PASSED AND ADOPTED** by the City Council on this 12th day of August, 2009, by the following vote:

Ayes: Morten, Locke, Martyn, Barlow, Peterson

Nays: None

Approved by the Mayor: August 12, 2009

  
\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder